

## **ARTICLE V APPOINTMENTS**

All appointments provided for under this article, which are subject to fiscal control by each department, are subject to approval by the Human Resource Director.

### Section 1 - Probationary Appointments.

#### Paragraph 1.

All appointments to positions in the City Career Service exclusive of exempt positions shall be made through a Request for Eligibles and in accordance with these regulations. Exclusive of the names of those persons who failed to answer or who declined appointment; and exclusive of those names to which the Department/Division Head offers an objection, in writing, based on the reasons for "disqualification of applicants" for examination, when such objection is sustained by the Human Resource Director.

#### Paragraph 2.

In selecting persons from among those certified, the Department/Division Head shall be permitted to examine copies of the job applications and other information in the possession of the director regarding those certified, and may also interview any or all of those certified. Final selection, reports of interviews, unavailability of applicants, and notification to eligibles shall be reported, in writing, by the Department/Division head to the Human Resource Department.

#### Paragraph 3.

If the eligible selected declines the appointment, evidence of declination and other such data shall be transmitted to the Human Resource Office. An individual may be considered by the Department/Division Head as having declined appointment if the person fails to reply within five (5) days after the mailed written inquiry, or within forty-eight (48) hours after the transmission of a telephone inquiry. If an eligible accepts an appointment and fails to report for duty at the time and place specified without sufficient reason as determined by the Department/ Division Head, the person shall be deemed to have declined appointment, and that name shall be removed from the applicable register.

## Section 2 - Temporary Appointments.

### Paragraph 1.

If an employee is needed for a temporary period, the administrative officer shall:

- (a) Request approval for rehire of a former regular or probationary employee, or
- (b) Request a certification from the register of those eligible for temporary appointments.

### Paragraph 2.

- (a) Certifications and appointments from the register shall be made in the same manner as prescribed in these regulations. A temporary appointment shall be limited to the period of need. In no event shall a temporary appointment continue for more than six (6) months in any one twelve (12) month period.
- (b) The acceptance or refusal of a temporary appointment shall not affect an eligible's standing on a register or eligibility for probationary appointment, and the period of temporary service shall not constitute a part of a probationary period if the person is regularly appointed. Successive temporary appointments to the same position may not be approved by the director and may not be made, nor may a new employee receive continued temporary appointments in any one department.
- (c) A special temporary replacement in a regular position temporarily vacated due to an approved leave of absence may be authorized not to exceed twelve (12) months.

## Section 3 - Provisional Appointments.

### Paragraph 1.

If, in the opinion of the Department/Division Head of the department, there are urgent reasons for filling a position and the Human Resource Director is unable to make adequate certification from an appropriate register, and no person is eligible and available for reassignment, rehire, reinstatement, reclassification, or promotion to such position, the Department/ Division Head may submit the names of persons and request their certification for provisional appointment.

Paragraph 2.

If the Human Resource Director certifies that an individual meets the minimum qualifications as to training and experience for the position, that person may be provisionally appointed to fill the existing vacancy until an appropriate register is established and appointment made therefrom. No provisional appointment shall be made until the position has been classified and minimum qualifications have been established, in accordance with these regulations.

Provisional appointments are subject to the following restrictions and conditions:

- a. A provisional appointment may not be continued longer than thirty (30) calendar days after an appropriate register has been established for the class of position, and in no event may the provisional appointment continue for more than the length of the probationary period;
- b. That an examination for the class has been announced, that there is continuous positive recruitment, that the Human Resource Director rules that sufficient applicants have not filed to assure adequate competition, and that examination is to be held whenever enough applicants have filed to assure adequate competition.
- c. Successive provisional appointments of the same person shall not be permitted, and a position shall not be filled by repeated provisional appointments.
- d. The period of provisional appointment immediately prior to appointment in accordance with these regulations shall be credited toward the probationary period.

Section 4 - Emergency Appointments

Paragraph 1.

Whenever an emergency exists which requires the immediate services of one or more persons, and it is not feasible, as determined by the City department head, to secure such persons through the usual Career Service provisions, the Department/ Division Head, with the approval of the Human Resource Director, may appoint a person or persons without regard to other provisions of these regulations governing appointments.

Paragraph 2.

In no case, however, shall the same person be appointed for more than a total of thirty working days during any twelve (12) month period. Each emergency appointment shall, when appointment is made, be reported by the Department/Division Head of the City department to the Human Resource Office.

Section 5 - Seasonal Appointments.

Paragraph 1.

For the purpose of obtaining qualified and trained persons for seasonal service in meeting recurring seasonal staffing needs, the Department/Division Head shall request recruitment through the Human Resource Office when a rehire is not available. Certification from a register is not required. Therefore, the names of all qualified applicants shall be submitted to the Department/Division head for consideration.

Paragraph 2.

Temporary or Seasonal: An employee who is hired for a specific period of time and is not expected to establish a continuity of services. It is expected that most seasonal employees should not remain in temporary job status longer than 6 months, but in no event work for more than 1560 hours within any one calendar year. The minimum hiring age is usually 16 years of age.

Paragraph 3.

Seasonal staffing needs shall be reported, in writing, by the Department/Division Head of the City department to the Human Resource Director thirty (30) days prior to the actual appointments.

Paragraph 4.

Seasonal appointments are not entitled to insurance, retirement, vacation, sick leave or other benefits afforded Career Service employees.